



# POSITION ANNOUNCEMENT

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State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

## **DIVISION OF CAREER AND COLLEGE READINESS** **CAREER & TECHNOLOGY EDUCATION INSTRUCTION BRANCH**

December 02, 2016

<b>POSITION TITLE:</b>	<b>Education Program Specialist I, Career and Technology Education</b>
<b>POSITION NUMBER:</b>	039604 (JobAps# 16-005055-0020)
<b>SALARY:</b>	State Salary Grade 21 Annual Salary Range: \$60,543 - \$88,424
<b>LOCATION:</b>	Nancy S. Grasmick Education Building 200 West Baltimore Street Baltimore, MD 21201
<b>NATURE OF WORK:</b>	This is a professional position responsible for providing leadership, coordination, and expertise to local school systems, postsecondary institutions, and other agencies to plan, develop, and implement Technology Education (TE); serves on cluster teams that coordinate the development and implementation of the following Career and Technology Education (CTE) programs: Project Lead The Way (PLTW) Biomedical Sciences, Computer Science, and Engineering, the Manufacturing, Engineering and Technology, Academy of Health Professionals, Graphic Communications, and Interactive Media Production. Implements Departmental initiatives related to CTE and comprehensive school reform, including STEM (Science, Technology, Engineering, and Mathematics).
<b>DUTIES AND RESPONSIBILITIES:</b>	Provides leadership and technical assistance to local school systems and postsecondary institutions to plan and implement Technology Education instructional programs; assists in the design of TE curricula, professional development, teacher education and instructional strategies; assists in the local evaluation of TE programs; participates in and contributes to the on-going development of CTE programs of study based on Maryland's 10 Career Clusters, statewide implementation of the Computer Science Framework and standards, as well as other initiatives related to CTE and STEM.
<b>MINIMUM QUALIFICATIONS:</b>	<p><b><u>EDUCATION:</u></b> Master's Degree or equivalent 36 credit hours of post-baccalaureate course work in Technology Education, Career and Technology Education, Educational Administration/Supervision or in a technology related field such as engineering or computer science.</p> <p><b><u>EXPERIENCE:</u></b> Four (4) years of professional administrative or teaching experience in or affiliated with an education program. Technology Education or CTE preferred. Administrative experience in an area related to CTE desired.</p> <p><b><u>NOTE:</u></b> Two years of additional experience as defined above may be substituted for the Master's Degree.</p>
<b>ESSENTIAL REQUIREMENTS:</b>	Knowledge of State and federal laws, regulations, policies and issues affecting Technology Education, CTE programs, and STEM Education; skill in responding to problems and inquiries from school personnel, community colleges, business and industry and community based organizations; ability to interpret and apply laws and regulations governing CTE; ability to handle multiple tasks including developing budgets and managing grants; ability to establish and maintain harmonious working relationship; ability to communicate clearly and effectively both orally and in writing through the presentation of concise yet comprehensive training, analyses and reports.

**PROCEDURE FOR APPLICATION:**

To apply for this position online go to [MSDE Jobs on JobAps](#) (or complete an MSDE Application on [marylandpublicschools.org](http://www.marylandpublicschools.org)). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for – **Education Program Specialist I, Career and Technology Education (STEM) #039604 (JobAps# 16-005055-0020)** Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

*Appropriate accommodations for individuals with disabilities are available upon request*

**CONDITIONS OF EMPLOYMENT:**

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and possible travel throughout the State are required. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

**CLOSING DATE:**

Open Until Filled